

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 15 July 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 29, Week of 9 - 15 July 1957

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1. Numbers in Clerical Induction Training. During the week of 9 July there were people in Clerical Induction Training.

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2. Numbers in Clerical Orientation Training. In Clerical Orientation there were people for the week of 9 July.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 9 July were as follows:

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	Tested	Qualified
Shorthand	<input type="text"/>	
Typewriting		

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4. Clerical Training Assists Assessment and Evaluation in Preparing New Shorthand Test. Chief, Clerical Refresher Training, wrote the shorthand characters for an experimental shorthand test prepared by Assessment and Evaluation to be used eventually for examinees in the field after repeated trials at headquarters. This is the fourth A & E test for which has written the shorthand outlines.

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5. Special IBM Instruction. Instructor, Clerical Refresher Training, instructed employees from the Office of the Comptroller on 10 July 1957 in the mechanics and operation of the IBM typewriter. These girls showed a great deal of interest and expressed appreciation for the training.

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